



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

Issue Date _____

MEMORANDUM FOR 902D SECURITY FORCES SQUADRON VISITOR CONTROL CENTER

SUBJECT: Contractor/Vendor Request for Installation Access

1. The following person is providing either vendor's service or holds a contract with our organization. He/She has to be called upon and is required to come to JBSA Randolph on a regular basis. Therefore, this office is requesting that he/she be issued a visitors pass for ease of travel to and from the installation.
2. The below listed individual understands that this is not an identification card and that it will not allow entry into any facilities other than the installation gates. Use of this pass is strictly for business purposes only. He/She also agrees to adhere to all vehicle regulations and guidelines set forth by AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and those set by the installation commander.

Full Legal Name: _____

SSAN (full SSN preferred, last 4 minimum): _____

Driver License #: _____ State Issued: _____

He/she works for: _____

Specific dates of Pass (not to exceed six months): _____

Days Allowed on Base: _____

Hours Allowed on Base: _____

Location of Work: _____

3. Upon termination of the contract, termination of the position, or expiration of the pass, the holder agrees to return it to host contractor or Bldg #1032, Visitor Control Center.

Printed Name of Authorized Official w/Last 4 SSN

Signature of Authorized Official and duty phone
(Must validate with signature letter)

Luis O. Camacho-Morales, SSgt, USAF
NCOIC, Visitor Control Center
Letter valid 30 days from issued date